

**BY ORDER OF THE COMMANDER  
PACIFIC AIR FORCES**

**PACAF INSTRUCTION 10-211**

**27 MARCH 1998**



***Readiness***

***SILVER FLAG TRAINING***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Pages: 11

Distribution: F

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This instruction implements Air Force Policy Directive 10-2, *Readiness*, and Air Force Instruction 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*. It provides PACAF guidance for the PACAF Silver Flag Exercise Site (SFES) at Kadena AB and how to request technical assistance from Detachment 1, PACAF Civil Engineer Squadron (Det 1, PACES), hereafter referred to as Det 1. It applies to all PACAF civil engineer squadrons and to organizations that receive support from Det 1. This publication also applies to Air National Guard (ANG) and US Air Force Reserve Command (AFRC) units that request support and/or training from Det 1.

## Chapter 1

### ORGANIZATION AND RESPONSIBILITIES

**1.1. General.** This instruction provides guidance for all PACAF civil engineer squadrons for preparation and use of the Silver Flag Exercise Site and technical assistance from Det 1. The SFES is located at Kadena AB and is operated by Det 1.

**1.2. Mission.** The mission of Det 1 is to provide the training and technical assistance to Civil Engineer and Services organizations that will enable them to fulfill their unit mission. Det 1 conducts the PACAF Silver Flag program for PACAF civil engineer and services units to meet Status of Resources and Training (SORTS) reporting requirements. Det 1 also provides Mobile Contingency Skills Training (MCST), readiness support, and technical assistance.

#### **1.3. Responsibilities:**

##### **1.3.1. HQ PACAF/CEX:**

- 1.3.1.1. Monitor readiness training and issues in the command for civil engineers.
- 1.3.1.2. Provide funding to Det 1 to support MCST and technical assistance.
- 1.3.1.3. Provide funding to PACAF civil engineer squadrons (with the exception of ANG or USAFR units) on a reimbursement basis for transportation costs for civil engineer individuals and units that complete Silver Flag training.
- 1.3.1.4. Serve as the PACAF representative to the Air Force Civil Engineer (CE) Readiness Board.
- 1.3.1.5. Provide guidance and instruction to Det 1 on readiness issues and the Silver Flag curriculum as a result of Air Force CE Readiness Board decisions.
- 1.3.1.6. Submit annual forecasts for WRM, mobility, and command training and approve training requirements for civil engineer units throughout the command.
- 1.3.1.7. Validate and improve the command IG inspection guides and provide updates as required.
- 1.3.1.8. Support command buy requirements for specialized support requirements through supply, funding, and procurement channels.
- 1.3.1.9. Schedule an annual Shareholder's Meeting to review Silver Flag initiatives, policies, and seek feedback from base civil engineers, Det 1 personnel, and The Civil Engineer.

##### **1.3.2. Det 1:**

- 1.3.2.1. Maintain a cadre of highly qualified instructors and technicians to implement the Silver Flag program.
- 1.3.2.2. Budget for anticipated temporary duty associated with technical assistance, readiness support, and MCST.
- 1.3.2.3. Budget for and request funding to continue the Silver Flag program to include replacement parts, materials and equipment.

1.3.2.4. Coordinate equipment purchase through HQ PACAF/CEX for new items required to conduct the PACAF Silver Flag program.

1.3.2.5. Develop and maintain lesson plans; coordinate with HQ AFCESA for minimum criteria on lesson plans.

1.3.2.6. Focus Silver Flag curriculum on the personnel who fill critical unit type code (UTC) positions in line with Air Force CE Readiness Board criteria.

1.3.2.7. Coordinate annual training requirements with units.

1.3.2.8. Coordinate dates for MCST and technical assistance requested with the unit POC and notify the base civil engineer of agreed dates.

1.3.2.9. Coordinate individual training standards to be met prior to sending an individual to Silver Flag training.

1.3.3. PACAF Units:

1.3.3.1. Develop unit Silver Flag training requirements based on AFI 10-201, Status of Resources and Training System (SORTS) requirements.

1.3.3.2. Each civil engineer organization will submit Silver Flag training requirements in response to the annual Det 1 call memo, to include number of personnel requiring training by AFS and a proposed training time frame.

1.3.3.3. Designate a commissioned officer as Silver Flag point of contact.

1.3.3.4. Ensure deploying personnel meet minimum requirements shown in the pre-deployment guide.

1.3.3.5. Coordinate flight arrangements to Kadena.

1.3.3.6. Each unit will bring the equipment and supplies outlined in the pre-deployment guide for each AFS.

1.3.3.7. Base Civil Engineers (BCEs) will request technical assistance by letter to Det 1 with an informational copy to HQ PACAF/CEX/CEO. [See [Attachment 2](#) for letter format]

## Chapter 2

### SILVER FLAG

**2.1. General.** The PACAF Silver Flag program will take place at Kadena AB at the Silver Flag Exercise Site. The program will last for 7 days to include initial beddown of troops, training, recovery exercise and reconstitution of equipment.

**2.2. Training.** Silver Flag training dates require involved coordination between the deploying unit and Det 1. Communication is essential. Unit planning should begin approximately 6 months prior to deployment.

**2.3. Det 1 Responsibilities.** Det 1 will:

- 2.3.1. Issue a call for training in July for the following fiscal year.
- 2.3.2. Coordinate and deconflict any training dates with the individual units.
- 2.3.3. Provide a copy of the schedule of training dates to HQ PACAF/CEX.
- 2.3.4. Coordinate transportation from the military air terminal or Naha Airport to initial billeting and to the Silver Flag Exercise Site. Arrange for transportation support during the training week.
- 2.3.5. Publish a pre-deployment guide with additional information and prerequisites for each AFSC.

**2.4. Unit Responsibilities.** Units will:

- 2.4.1. Request training dates in August for the following fiscal year.
- 2.4.2. Be responsible for all travel reservations and arrangements from home station to Kadena AB (if flying by military air) or to Naha Airport, Okinawa (if commercial air), to include return arrangements. Travel must provide adequate time for the team to recover from travel to begin activities on the first day of training. Ensure deploying units arrive in time to provide adequate rest for their personnel to depart for breakfast and Det 1 at 0545 hours on Training Day 1. Make flight/travel arrangements to depart Det 1 no earlier than 1600 hours on Day 7.
- 2.4.3. Sixty (60) days prior to the scheduled training date, send a team list to Det 1. The list shall include the number of team members by AFSC. NOTE: The unit should avoid sending 3-level personnel unless the 3-level is filling a core UTC position. Instruction is designed for 5-level personnel and those receiving the training are core team members responsible to lead the team. When 3-level personnel must be sent, coordinate closely with Det 1 to provide supplementary training to those individuals prior to the class date. Mailing address for Det 1 is as follows:

DET 1, PACES/(office symbol)

Unit 5184

APO AP 96368-5184

- 2.4.4. Thirty (30) days prior to training, send a complete team roster. Roster must include: Rank, Name, SSN, AFSC, Security Clearance and Line Badge Number (if applicable).

2.4.5. Provide a point of contact (POC) to work with Det 1 for the above rosters, provide travel times, and other requested information.

2.4.6. Ensure all personnel attending Silver Flag have completed the prerequisites in the pre-deployment guide.

- Ensure each individual deploys with one training chemical warfare defense ground crew ensemble (CWD GCE), one operational chemical protective mask, and individual protective equipment (IPE-to include flak vest, helmet, canteen, web belt, and mess kit). Additional items (safety toe boots, gloves, sleeping bag, etc.) are detailed in the pre-deployment guide and may vary by AFSC.
- Submit final accounting details to HQ PACAF/CEX NLT 30 days from the return date to home station.

## Chapter 3

### MOBILE CONTINGENCY SKILLS TRAINING

**3.1. General.** Mobile Contingency Skills Training is designed to enhance the individual unit's home station training program. It is conducted at the home station of the unit and length is dependent upon the needs of the unit.

**3.2. Det 1 Responsibilities.** Det 1 will:

- 3.2.1. Request units provide a list of proposed MCST tasks in July of the current fiscal year for the next fiscal year. Provide a list of what training is currently available and what AFSs should attend training to be provided.
- 3.2.2. Coordinate with each individual unit for specific training in each AFS. Provide the minimum number of students required for each class to the POC. Provide the POC a brief description of each scheduled class.
- 3.2.3. Make all travel arrangements for instructors to the unit. Request any needed transportation support through the unit POC.
- 3.2.4. Budget for and fund travel, per diem and material transportation costs of instructors and equipment to support the training.

**3.3. Unit Responsibilities.** Units will:

- 3.3.1. Request MCST dates. [See [Attachment 1](#) for sample format]
- 3.3.2. Provide a POC to work with and support Det 1. POC will be responsible for: coordinating on-base billeting (if possible); assisting with transportation needs for the instructors; receiving material shipped for training; arranging for adequate classrooms and training space (based on needs expressed by instructors); scheduling unit personnel for training; ensuring equipment is available for training; assisting with any audiovisual and reprographic support; providing an initial orientation of installation and facilities.
- 3.3.3. Determine who, by AFS, will attend training. Ensure personnel are notified of the training and are available to attend.

## Chapter 4

### FACILITIES AND EQUIPMENT

#### 4.1. Facilities.

4.1.1. Billeting. Billeting during the Silver Flag training period will be in TEMPER tents provided by the SFES and erected by the deployed team on Day 1 of the training week.

4.1.1.1. On-base billeting may be used prior to and immediately after the training if the deployed units allocate funds. Arrangements must be made as soon as possible to reserve sufficient room.

4.1.1.2. Silver Flag administrative or classroom facilities will only be used as billeting during medical emergencies or severe weather conditions.

**4.2. Equipment.** The training site will furnish most or all of the tools and equipment for the training. Items students are required to bring can be found in the Silver Flag Predeployment Guide.

4.2.1. Tools. Specific AFSs may need to bring special tools or gear. This is indicated by AFS in the pre-deployment guide.

#### 4.3. Vehicles.

4.3.1. Students must have a valid AF Form 2293, Motor Vehicle Operator Identification Card; a SF 346, US Government Motor Vehicle Operator's Identification Card; or a "CONTINGENCY USE ONLY" license, and be qualified to operate the equipment listed for their AFS in AFI 10-210, paragraph 3.4.1.2.1 and Table 3. In addition, Structures personnel should be qualified to operate 10-ton dump trucks and 4 cubic yard loaders.

#### 4.4. Travel Orders.

4.4.1. Authorized accompanied excess baggage.

4.4.2. Authorized billeting as a team for maintenance of team integrity.

4.4.3. Authorized to travel in civilian clothing if using civil transportation.

4.4.4. Authorized subsistence in kind status under field conditions.

## Chapter 5

### TECHNICAL ASSISTANCE

**5.1. Technical Assistance.** Technical assistance is designed to assist civil engineer personnel in training, troubleshooting or solving technical problems with specific facility, equipment, and utility systems. It is performed at the home station and length is dependent upon the needs of the unit.

**5.2. Det 1 Responsibilities.** Det 1 will:

- 5.2.1. Maintain a list of available assistance capabilities for each AFSC. NOTE: Technical assistance **is not** a manning assistance or manpower pool.
- 5.2.2. Coordinate with each individual unit for specific training in each AFS.
- 5.2.3. Make all travel arrangements for instructors to the unit. Request transportation support through the unit POC.
- 5.2.4. Budget for and fund travel, per diem and material transportation costs of personnel and equipment to support the assistance.
- 5.2.5. Outbrief the unit Commander on findings and recommendations. Document each assist with a summary trip report (1-2 pages). Provide HQ PACAF/CEX/CEO with a copy of the report.
- 5.2.6. Provide technical assistance/training to units to enhance the maintenance of CE-unique War Reserve Materiel (WRM) equipment stored throughout the command.

**5.3. Unit Responsibilities.** Units will:

- 5.3.1. Request technical assistance at any time throughout the year. [See [Attachment 2](#) for sample format]
- 5.3.2. Provide a POC to work with and support Det 1. POC will be responsible for: coordinating on-base billeting (if possible); assisting with transportation needs of Det 1 personnel; receiving material and equipment shipped for assistance; arranging for adequate support space (based on needs expressed by instructors); arranging for proper personnel to support the assistance effort; ensuring home station equipment and supporting utilities are available.
- 5.3.3. Identify who will be attending and working with Det 1 on the assistance. Provide names and telephone numbers of these personnel to Det 1.



## Chapter 6

### REGIONAL TRAINING SITES

**6.1. General.** HQ PACAF supports the establishment of regional training sites to supplement home station training. The purpose of the sites is to make available contingency equipment that is not normally readily available at many civil engineer squadrons. Length of training is dependent upon the needs of the unit. Regional training site training is not a substitute for Silver Flag certification training. Regional training sites are currently planned for Elmendorf AFB, Hickam AFB, and Misawa AB.

**6.2. HQ PACAF/CEX Responsibilities.** HQ PACAF/CEX will:

6.2.1. Coordinate with appropriate HQ PACAF offices to address issues and provide support and equipment needed to set up and maintain the Regional Training Sites.

**6.3. Det 1 Responsibilities.** Det 1 will:

6.3.1. Provide technical assistance or training, if requested, to assist civil engineer personnel in training, troubleshooting or solving technical problems with specific systems.

**6.4. Unit Responsibilities.** Units will:

6.4.1. Request training dates from site owner.

6.4.2. Request desired assistance from Det 1.

6.4.3. Organize and conduct training as if it were home station unless conducted as MCST by Det 1.

**6.5. Owner Responsibilities.**

6.5.1. Coordinate site access for all active and reserve Air Force Civil engineer units.

6.5.2. Develop and maintain site as a regional training site to allow units access to bare base equipment not available at their home station.

FRANK J. DESTADIO, Colonel, USAF  
Director of Civil Engineering

**Attachment 1****SAMPLE TRAINING REQUEST**

(Fax to 632-5079)

Date:

MEMORANDUM FOR: DET 1, PACES/CC  
Unit 5184  
APO AP 96368-5184

FROM: (Unit and address)

SUBJECT: (Type of training required)

1. Training required, number to be trained, location to be trained, and time frame of request.
2. Reason for the training request.
3. Resources base can provide (i.e., training area or vehicles)
4. POC: Name, DSN, and Fax or E-mail address.

(Signature Block)

Commander

cc: HQ PACAF/CEX

**Attachment 2**

**SAMPLE TECHNICAL ASSISTANCE REQUEST**

(Fax to 632-5079)

MEMORANDUM FOR: DET 1, PACES/CC

Unit 5184

APO AP 96368-5184

FROM: (Unit and address)

SUBJECT: Request for Technical Assistance

1. Reason for request
2. Assistance Information
  - a. Base/Building #/Name
  - b. Type/Size of building - (2 story dorm/10,000 sf)
  - c. Type/Size of system (VAV, AHU's, Chiller)
  - d. Verification from engineering and maintenance engineering the problem is not scheduled to be repaired through a different method. (ex. demolition, remodeling) Engineers name and # will suffice.
  - e. Assistance base will provide. (vehicle, tools, manpower)
3. Time frame for requested assistance and urgency.
4. POC: Name, DSN, Fax, and E-mail address if available.

(Signature Block)

Commander

cc: HQ PACAF/CEX/CEO